

CODIAC-D-5  
23 May 1958

INTELLIGENCE ADVISORY COMMITTEE

COMMITTEE ON DOCUMENTATION

CIA Draft Proposals for CODIAC Program in FY 59

Introduction:

The following groups of possible CODIAC programs are not intended to suggest priority of action. Action on the first item, preparation of additional DCID's, for instance, would not usually be appropriate until a careful investigation of the given problem had been completed. Action on any one of the suggested elements of the automation problem will often generate concomitant action on related fronts. The overall objective here might be described as the creation of a climate in which intelligence operating and research personnel will be energetic in reporting documentation problems and staff with central documentation responsibilities will harness the best thinking of administrators, engineers, and other specialists in information handling to develop effective solutions.

1. General documentation policy

- a. Coordinate at the working level, on behalf of the IAC, necessary additional DCID's relevant to CODIAC responsibilities.
- b. Establish effective means of cooperating with non-IAC agencies in solving documentation problems (probably through NSF).
- c. Development of a program designed to elicit institutional support (industry, universities, foundations).
- d. Preparation of community statement appropriate for submission to Senator Humphrey on Senate Bill 3126.

2. Automation and systems compatibility

- a. Establish means of keeping abreast of developments in field of automation and develop capabilities for getting expert advice to CODIAC on equipment, and the significance of R & D efforts underway.
- b. Development of criteria for determining degree of compatibility between systems, including the identification of situations between which compatibility is:
  1. mandatory
  2. desirable
  3. unnecessary

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- c. Establish a procedure for assuring that no contract (including letter of intent) will be let without prior availability to IAC of CODIAC evaluation.
  - d. Schedule series of demonstrations, briefings or visits to familiarize committee members with equipment, techniques and systems.
  - e. Establish procedure for effectively monitoring development projects underway:
    - 1. Walnut
    - 2. Minicard
    - 3. ACSI-MATIC
    - 4. Air Targets - GE
    - 5. NSA - Magnavox
  - f. Review progress made in specific problem areas:
    - 1. common format
    - 2. common code
    - 3. citation of document enclosures
    - 4. document security indicators
  - g. Creation of a discrete collection containing books, articles, papers, contracts and proposals bearing on the mission of CODIAC. Preparation of bibliographic, shelf list and accessions lists.
3. Specialized problems in the field of intelligence documentation:
- a. Development of policy in following areas:
    - 1. Dissemination from source agencies through field and head-quarters channels
    - 2. Access to information by contract personnel
    - 3. Access by IAC personnel to third agency information held by non-IAC agencies.
  - b. Consider advisability of affiliating the existing informal Graphics Research Coordinating Group (see item 6, Encl. B, AHIP-AR-3)
  - c. Review present state of inter-library relations, including:
    - 1. exchange practices
    - 2. loans
    - 3. acquisition policies

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- 4. cataloging (documents and books)
  - 5. composition of collections
  - 6. selection policies
- d. Development of specialized tools designed specifically to aid the documentalists and reference librarians (house organs) e.g. Bibliographies of foreign language dictionaries.
- f. Review use made of and need for bibliographical publications including:
- ✓ 1. Union List of Intelligence Serial Publications
  - ✓ 2. IPI
  - 3. Calendars of Events

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I N T E L L I G E N C E   A D V I S O R Y   C O M M I T T E E

C O M M I T T E E   O N   D O C U M E N T A T I O N

Designation of CODIAC Ad-Hoc Working Groups

Chairman

Common Intelligence Report Format	[redacted] CIA	25X1
Area Classification Coding	[redacted] CIA	25X1
Intelligence Subject Code	[redacted] CIA	25X1
IAC Inter-Library Relationships	[redacted] CIA	25X1
	vice [redacted] CIA	25X1

AHIP Working Groups placed on inactive status pending CODIAC organization:

Equipment Research

Union List of Intelligence Serial Publications.

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I N T E L L I G E N C E   A D V I S O R Y   C O M M I T T E E

C O M M I T T E E   O N   D O C U M E N T A T I O N

NSA Document Retrieval System

NSA has initiated development activities for a general purpose, all-electric, system of document retrieval. The system is designed to bring any desired reference information almost instantaneously to the analyst's desk. The method will be to record a televised image (AMPEX) of a document, map, photograph, chart, drawing, or any other information, on separate 1 x 3 inch snips of magnetic tape (MAGNACARD). Each such piece of tape will carry on its reverse side and in binary bit form the appropriate information for its individual retrieval. The magnetic "cards" may, where desired, carry all text and indexing data in binary bit form (CHARACTERTRON) instead of the combination of television image and binary writing. The cards will be mechanically stored at a central "remote" repository sorted in meaningful order. Any number of differing indexing systems may simultaneously be used and will be compatible. By asking questions, or calling for references, via a typewriter keyboard, the analyst will activate a system of electronic search and retrieval and will have immediately presented on his own desk-top television screen any information he requires. Sophisticated searches, including retrieval by association-of-ideas, are possible. Being entirely electric, the system has maximum compatibility with other data-handling means and unlimited flexibility within itself. The system employs no hardware or "black-boxes" not already in existence or advanced design. Engineering problems will involve fitting together of known components.

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